

**STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATION**

**CORRECTIONS HUMAN  
RESOURCES SUPERVISOR**

**I. INTRODUCTION**

**A. Purpose of This Classification Specification**

This classification specification is the basic authority under Wisconsin Administrative Code ER 2.04 for making classification decisions relative to present and future professional supervisory positions located at the Department of Corrections (DOC) which function as Corrections Human Resources Supervisors. This classification specification is not intended to identify every duty which may be assigned to positions but is intended to serve as a framework for classification decision making in this occupational area.

Classification decisions must be based on the “best fit” of the duties within the existing classification structure. The “best fit” is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the classification concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards, or factors; statements of inclusion and exclusion; license or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

**B. Inclusions**

This classification encompasses positions located within a major program division of the DOC which perform professional human resources work for the division and supervise lower level human resources and/or payroll and benefits staff. A major program division will have at least 1500 full-time-equivalent (FTE) positions, with offices and staff located throughout the state. This is the sole position in such a division, charged with exercising professional human resources supervisory responsibilities under the guidance and oversight of the central human resources office. Positions allocated to this classification perform work in at least two of the following three functional areas: labor relations; classification and compensation administration [including related federal laws such as Fair Labor Standards Act (FLSA), Age Discrimination in Employment Act (ADEA), Americans with Disabilities Act (ADA), and Family Medical Leave Act (FMLA)]; and recruitment and staffing administration. Positions allocated to this classification must meet the statutory definitions of confidential and professional employee, and supervisor as defined in s. 111.81(7), (15), and (19), Wis. Stats.

**C. Exclusions**

Excluded from this classification are the following types of positions:

1. Positions which do not meet the statutory definitions of confidential, professional employee, and supervisor as defined in s. 111.81(7), (15), and (19), Wis. Stats., as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions which are located within an institution of a state agency and are more correctly classified as an Institution Human Resources Director or Institution Human Resources Director Advanced.
3. Positions which perform professional-level human resources work in an agency or campus central human resources office for a majority of the time and are more appropriately classified as Human Resources Specialist or Executive Human Resources Specialist.
4. Positions which perform professional level human resources work for other state agencies which report to the central human resources office, are responsible for personnel management administration, employment relations, and HR staff supervision and are more appropriately classified as Human Resources Supervisor.
5. Positions which perform coordinative Human Resources work for a division, bureau, district or region for a majority of time, are not organizationally located within the central human resources office of an agency, and are more appropriately classified as Human Resources Coordinator.
6. Positions which perform labor relations work for an agency (i.e., grievances, arbitrations, labor management meetings, etc.) for a majority of time and are more appropriately classified as Employment Relations Specialist classification series.
7. Positions which perform professional work in a human resources program for that agency as (1) the Human Resources Director over a limited human resources program within a small or medium state agency or (2) a program manager of a portion of a significant human resources program within a large or major state agency for a majority of time and are more appropriately classified as Human Resources Program Officer.
8. Positions which perform functions as the Human Resources Director (or Deputy) for a full-scope human resources program including classification and compensation, recruitment and selection and labor relations within a medium, large or major state agency and are more appropriately classified as Human Resources Manager.
9. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees enter this classification by competition.

## II. DEFINITIONS

### **CORRECTIONS HUMAN RESOURCES SUPERVISOR**

This is professional supervisory work related to the provision of human resources services for a major program division of the Department of Corrections. A major program division will have at least 1500 FTE, with offices and staff located throughout the state. Positions allocated to this classification are the sole

position in such a division, charged with exercising professional human resources supervisory responsibilities related to the administration of the human resources policies and procedures of the Bureau of Personnel & Human Resources (BPHR), the central human resources office of the agency, as well as those that are specific to the respective division. Positions are responsible for a combination of classification and compensation administration (including related federal laws such as FLSA, ADEA, ADA, and FMLA); recruitment and selection; and labor relations. Positions will also perform some work in human-resources-related programs such as employee assistance, employee development and training, payroll and benefits (including workers' compensation and unemployment compensation), affirmative action and equal employment opportunity, employee health and safety, or performance appraisal, but these responsibilities would not constitute the majority of the time. Employees in this classification must supervise subordinate human resources and/or payroll and benefits staff.

**Representative Position:**

Corrections Human Resources Supervisor: Located in the Division of Community Corrections (DCC), Office of the Administrator, this position supervises the delivery of the human resources program in the DCC. This position travels statewide to DCC's administrative offices and eight regions. This position supervises DCC Human Resources staff including a Human Resources Coordinator and Human Resources Assistants, manages staffing activities, position control, employment/labor relations, leave management, classification and compensation activities, training in human resources areas; and prepares and oversees division-specific human resources policies, procedures, and correspondence. This position consults with and receives direction from the BPHR in the implementation of and compliance with department-wide human resources policies and Affirmative Action/Civil Rights Compliance plans.

**III. QUALIFICATIONS**

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed, and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

**IV. ADMINISTRATIVE INFORMATION**

This classification specification was created effective February 10, 2013 and announced in Bulletin OSER-0320-MRS/SC, in order to describe professional positions which perform supervisory human-resources-related duties for a major program division of the Department of Corrections.

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